

**Archival Review Board
May10, 2022, 2:00 p.m.**

Meeting Minutes

Participating: Members Richard K. Lieberman, Kate Cocklin and Yasmin Ramirez attended the meeting with Commissioner Pauline Toole, Municipal Archives Director Sylvia Kollar, and Assistant Commissioner Kenneth Cobb.

Agenda Item 1: Review of Minutes from January 21, 2022

Commissioner Toole called the meeting to order and asked if there were comments on the Minutes from the meeting held on January 21, 2021. None were voiced. Member Richard Lieberman moved to accept the minutes; Katherine Cocklin responded in the affirmative.

Commissioner Toole informed the Board that Board member Chris Moore had passed away. She said there would be a memorial service at Schomburg in the future.

Agenda Item 2: Update on activities in the Municipal Archives

Sylvia Kollar provided an update on Archives unit activities:

-The appraisals and accessions team were coordinating with the Mayors Office and all five Borough Presidents to acquire their digital records as well as paper files. They are continuing to work with Records Management Division to transfer hard copy and electronic records of city agency records, in accordance with the retention schedules. The appraisals and accessions unit were also in the process of acquiring still and moving images from the Mayors Press Office.

-Processing of the Old Town ledgers collection is continuing with grant support from the National Historical Records Publications Commission. The finding guide is nearing completion and the project will finish at the end of December.

-The marriage contract series is being indexed.

-Processing is continuing on the NYPD Special Investigations Surveillance Unit (a.k.a. "Handschu") records.

-The Mayor David Dinkins collection finding guide has been updated and published online in the Collections Guide.

-The Historical Vital Records application went live on the agency website in March. It provides free access to high-quality copies of more than 9 million historical vital records. There have been 79,000+ visitors to the site and more than 129,000 downloads. It has proved to be immensely popular for family historians.

Member Richard Lieberman congratulated Ms. Kollar on these accomplishments. He suggested it was helpful to have a focus and for the Mayor de Blasio records and he thought the pre-school program and the mayoral response to COVID-19 would be good topics.

Agenda Item 3: Archives Outreach

Commissioner Toole reported on recent outreach activities:

-Historian Eric K. Washington conducted an on-line seminar about Colored School No. 4 as part of the agency's Lunch and Learn programming. The recorded event took place on May 9, and can be viewed on YouTube: [Colored School No. 4 on YouTube](#)

-Jane's Walk. In conjunction with the Municipal Arts Society, DORIS staff conducted tours of the new Industry City facility on Saturday May 7. The tour featured letters in the District Attorney's collection to Governor Franklin D. Roosevelt regarding the Ruth Brown case.

-Commissioner Toole also alerted the Board to the planned conference on the never-released Harlem Report from the Mayor LaGuardia collection. The event will take place at Schomburg in September and will include historians and other speakers discussing how current initiatives resonate with the 1936 report.

Member Richard Lieberman referred back to the Mayor Dinkins papers and suggested highlighting the "Safe Streets / Safe City" program. He said Mayor Dinkins and Milton Mollen traveled to Albany, received the funding, but never got credit for turning the city around. Commissioner Toole added that Crown Heights eclipsed Safe Streets, but it would be useful as a lens to promote the collection.

Agenda Item 3: Other Matters

Commissioner Toole asked if the Board had other matters to discuss. Member Ramirez mentioned the upcoming 400th Anniversary of the city. Member Lieberman announced he would start a phased-retirement on July 1, working half-time over the next three years. A new director of his program will be announced in June.

The meeting was adjourned at 4:26 p.m.